

***APPENDIX 1d-ii***

**Example 2: Texas Service and Task Codes**

# SERVICE CODES

# TASK CODES

## Intake/Assessment

- 01 Intake
- 1 Initial Assessment/Investigation

## Removal of Child after Assessment/Investigation

- 03 Removal after Assessment/Investigation

## Family Preservation In-Home (No Placement)

- 04 Family Preservation/Child in Own Home

## Removal of Child after Family Preservation or Reunification

- 05 Removal after Family Preservation or Reunification

## Temporary Out-of-Home Placement

- 06 Child Placed by Department (Child Case)
- 07 Child Placed by Department (Family Case)
- 08 Child Placed by Family (Child Case)
- 09 Child Placed by Family (Family Case)

## Transfer of Substitute Care

- 10 Transfer of Child from Sub Care to Sub Care

## In Home Family Reunification Post-Placement

- 11 Child in Own Home (Child & Family Cases)
- 12 Child Placed with Relatives (Child Case)
- 13 Child Placed with Relatives (Family Case)

## Substitute Care:

- 14 Substitute Care - Plan is Adoption
- 15 Child in Adoptive Placement - Pre-Consummation
- 16 Child in Adoptive Placement - Post-Consummation
- 17 Long-Term Substitute Care (Child Case)
- 18 Long-Term Substitute Care (Family Case)

## Eligibility Determination

- Federal & State Reimbursement Eligibility Determination

## Child Protective Ancillary Services

- 20 Court-Ordered Social Studies
- 21 Out-of-Town Inquiries

## Foster Care Development Services

- 22 Recruit., Inquiries, and Prelim. Screening of Foster Parents
- 23 Study of Foster Care Facilities
- 24 Foster Care Placement Services
- 25 Development and Recertification of Foster Care Facilities

## Adoptive Home Development and Supervision Services

- 26 Recruit., Inquiries, and Prelim. Screening of Adopt. Parents
- 27 Study of Adoptive Home
- 28 Adoptive Home Placement Services

## Family Outreach Services

- 30 Family Outreach Services

## Non-Case Related Services

- 99 Non-Case Related Services
- 00 Non-CPS Services/Gap in Time

## Client and Collateral Contacts

Use with Case-Related Service Codes (01-30)  
(Include contact counts on time ladder with these codes as contacts are successfully completed.)

- 35 Direct Contact with Client - Office
- 36 Direct Contact with Client - Car
- 37 Direct Contact with Client - Field
- 38 Direct Contact with Client - Telephone
- 39 Group Session - Client
- 40 Group Session - Collateral
- 41 Contact with Collaterals - Office
- 42 Contact with Collaterals - Field
- 43 Contact with Collaterals - Telephone
- 44 Court Appearances

## Other Case-Related Contacts

Use with Case-Related Service Codes (01-30)

- 50 Plan of Service Preparation
- 51 Legal Documents Preparation
- 52 Peer/Supervisory Review of Case Record
- 53 Case Consultation and Case Staffing
- 54 Work Planning and Case Preparation
- 55 Computer Data Inquiry
- 56 Case Recording
- 57 Transportation of Client

## General Tasks

Use with any Service Code

- 60 Recruit, Train, and Supervise Volunteers
- 61 Information and Referral
- 62 Other Forms Completion
- 63 Communication with Other Government Agencies
- 64 Mail/Fax
- 65 Typing/Word Processing
- 66 Data Entry
- 67 Photocopying
- 68 Travel (other than client transportation)

## Non-Case Related Tasks

Use with Non-Service Code (99) only

- 75 Community Contact/Resource Devel.
- 76 Training and Staff Development
- 77 Admin. Meetings, Committees, Phone Calls
- 78 Special Studies, Reports, & Office Administration
- 79 Employee Evaluations
- 80 Staff Counseling
- 81 Filing
- 82 Bookkeeping
- 83 Reception/Telephones
- 84 Sick Leave
- 85 Annual and Other Leave
- 86 Comp Time and Adjusted Work Week
- 87 Lunch
- 88 Authorized Breaks
- 89 On-Call
- 90 Personal Time
- 91 Work Measurement Study

Gap in Time (Use with Service Code 00 only)

- 99 Gap in Time (Time Not Worked)

**TEXAS DEPARTMENT OF HUMAN SERVICES**  
**CPS Work Measurement**  
**Service Code Definitions**

**Intake/Assessment**

- (01) **Intake.** Begins with receipt of a written or verbal referral/report of abuse or neglect. Includes all activity of receiving the referral/report, checking TDHS records, notification of law enforcement, discussing the report with the supervisor, determining whether abuse/neglect allegations are involved, determining the urgency of response, and making referrals to other resources. This Service Code also includes tasks needed to transfer intake information when different workers will do intake and investigations and completion of all appropriate documentation. Ends with the decision (and supervisor's approval) that a referral will or will not be investigated, or with the completion of information and referral activity.
- (02) **Initial Assessment/Investigation.** Begins with the receipt of intake information, or if the same worker is doing both intake and investigation, the initial assessment/investigation begins with the decision that a referral/report will be investigated. Includes services provided during investigation. This Service Code also includes formal or informal risk assessment processes, closing or transferring the investigated case, and completion of appropriate documentation to close or transfer the investigated case. Ends with the determination (and supervisor's approval) of whether a report is founded or unfounded and whether further protective services are needed.

**Removal of Child from Home after Assessment/Investigation**

- (03) **Removal of Child from Home after Assessment/Investigation.** Begins with the completion of an intake/assessment that determines that the child's safety cannot be assured in the home and the decision to place the child in substitute care. This service can begin before an investigation is completed, if it is determined that immediate removal is the prudent action. Includes all tasks related to the preparation for and actual removal of a child from the child's own home or the home of a relative, including pre-placement activities with the child and family. Ends with the actual placement of the child in substitute care.

**Family Preservation In-Home (No Placement):**

- (04) **Family Preservation/Child in Own Home.** Begins after determination of the need for ongoing services when the initial investigation/assessment indicates a risk of maltreatment and the child's safety can be assured in the family's home. Includes ongoing services provided to help prevent removal of children, and to improve the care of children. Ends when services are terminated or all children are removed to substitute care/conservatorship.

**Removal of Child from Home after Family Preservation or Reunification**

- (05) **Removal of a Child from Home after Family Preservation or Reunification.** Begins with the decision to place a child presently in in-home preservation services

or in post-placement reunification in substitute care/conservatorship, and the termination of in-home preservation or reunification services. (Once the removal decision is made, this Service Code should be used instead of the Family Preservation or Reunification Service Codes.) Includes all tasks related to the preparation for and actual removal of a child from the child's own home or the home of a relative, including pre-placement activities with the child and family. Ends with the actual placement of the child in substitute care. (The appropriate substitute care Service Code should be used after this point.)

**Temporary Out-of-Home Placement:**

- (06)/ **Child Placed by Department into Temporary Substitute Care**  
(07) Begins with actual placement of the child in substitute care (including placement with relatives if the Department has conservatorship) by the Texas Department of Human Services. Includes direct services to the child while preparing a child for reunification, adoption, or other permanent plans prior to permanent placement or work with the family toward reunification with the child. Also includes the work of child's caseworker with foster family, substitute care provider, or compensated and uncompensated relatives providing substitute care. Ends when child is returned home, when parental rights have been terminated, conservatorship has been transferred from TDHS to someone other than the child's parent, or when a permanency plan other than return home has been chosen.

Work with children placed in substitute care should be coded to (06) Child Case, while work with families of children placed in substitute care should be coded (07) Family Case. When working with the child in substitute care and family together, use the (06) Child Case code.

- (06) Child Case  
(07) Family Case

- (08)/ **Child Placed by Family into Temporary Substitute Care.**  
(09) Begins with actual placement of the child in substitute care by the family. Includes direct services to the child, preparing a child for reunification, adoption, or other permanent plans. Also includes work with the family toward reunification with the child. Also includes work of child's caseworker with foster family or substitute care provider. Ends when child is returned home or when parental rights have been terminated, or conservatorship has been transferred from TDHS to someone other than the child's parent.

Work with children placed into substitute care should be coded to (08) Child Case, while work with families of children placed in substitute care should be coded (09) Family Case. When working with the child in substitute care and child's family together, use the (08) Child Case code.

- (08) Child Case  
(09) Family Case

- (10) **Transfer of Child from Substitute Care to Substitute Care.** Begins with the determination that a child in substitute care will be removed to a new substitute care provider. (When the transfer decision is made, this Service Code should be used instead of the substitute care Service Code previously used for the case.) Includes all tasks related to the preparation for and actual removal of a child from

the child's substitute care, including pre-placement activities with the child and substitute care family. Ends with the actual re-placement of the child in substitute care. (After the child is re-placed, the appropriate substitute care Service Code should be used.)

**In Home Family Reunification Post-Placement:**

- (11). **Child in Own Home - Post-Placement.** Begins when the child is returned home from temporary substitute care. If the reunification is intended to be only for a brief time and is not continuing (a week-end visit, for example) the appropriate out-of-home placement Service Code should be used instead. Includes services to the child and the family to stabilize the return, reduce the risk to the child, and prevent future removal. Ends when Department conservatorship and services have been terminated or the child(ren) have been removed from the home.
- (12)/  
(13) **Child Placed with Relatives - Post-Placement.** Begins when the child is placed with relatives after being in temporary substitute care. If the reunification is intended to be only for a brief time and is not continuing, (a week-end visit, for example) the appropriate out-of-home placement Service Code should be used instead. Includes services to the child and the family to stabilize the return, reduce the risk to the child, and prevent future removal. Ends when services have are terminated or the child(ren) are removed from the home.

Work with children placed with relatives should be coded to (12) Child Case, while work with families of children placed with relatives should be coded (13) Family Case. When working with the child placed with relatives and child's family together, use the (12) Child Case code.

- (12) Child Case  
(13) Family Case

**Substitute Care:**

- (14) **Substitute Care - Plan is Adoption.** Begins when parental rights are terminated. Includes work with the foster family and child. Ends either when the child is placed with an adoptive family or the foster family becomes the adoptive family. (Placement work with the prospective adoptive parents should be recorded under the adoptive placement Service Code.)
- (15) **Child in Adoptive Placement - Pre-Consummation.** Begins when the child is placed with the adoptive family, but adoption has not yet been consummated. Includes adoptive supervision with the adoptive family and child, and adoption subsidy program activities. Ends when the adoption is consummated.
- (16) **Child in Adoptive Placement - Post-Consummation.** Begins when the adoption is legally consummated. Includes post-consummation counseling and adoption subsidy program activities. Ends when post-consummation services are completed or the subsidy ends.
- (17)/  
(18) **Long-Term Substitute Care - No Adoption Planned.** Begins with actual placement of the child in long-term substitute care, or when TDHS becomes legally responsible for the child, regardless of living arrangements, or when a permanency

plan other than adoption or return home is determined. Parental rights may or may not be terminated. Includes work with the child, parents, and foster family or substitute care provider following the placement. Ends when the child is no longer TDHS's legal responsibility.

Work with children placed in long-term substitute care should be coded to (17) Child Case, while work with families of children placed in long-term substitute care should be coded (18) Family Case. When working with the child in long-term substitute care and child's family together, use the (17) Child Case code.

- (17) Child Case
- (18) Family Case

#### **Title IV-E Eligibility Determination**

- (19) **IV-E Eligibility Determination.** This service includes all tasks related to determining and redetermining eligibility for Title IV-E federal reimbursement for a case or group of cases.

#### **Child Protective Ancillary Services**

- (20) **Court-Ordered Social Studies.** Begins with receipt of the request from the court. Includes performing social studies not related to TDHS placement such as independent adoption or disputed conservatorship petitions. Ends when the final report is submitted or activities are terminated.
- (21) **Out-of-Town Inquiries.** Begins with the receipt of a request for services from another social service or protective agency. Ends when the TDHS report is submitted to the requestor or activities are terminated.

#### **Foster Home Development Services**

- (22) **Recruitment, Inquiries, and Preliminary Screening of Foster Parents.** Begins with receipt of inquiry or initiation of recruitment activities. Includes recruitment, public information, and orientation for potential applicants. Ends when the inquirer is given the group study packet or application forms, or inquirer withdraws or is referred elsewhere.
- (23) **Study of Foster Home.** Begins when applicant returns completed application forms. Includes application process, pre-service training, home study, and certification or approval. Ends when the decision is made to certify the application, and that information is given to the applicant, or applicant withdraws.
- (24) **Foster Care Placement Services.** Begins with the receipt of the request for foster care placement. Includes the process of placement selection and work with prospective foster parents by child's worker and home development staff. Ends when the child is placed in the foster home.
- (25) **Development and Recertification of Foster Homes.** Begins after initial certification of the foster home. Includes in-service training, ongoing development and contact with the foster family. Also includes recertification of the foster home. Ends when the decision is made about continued use of home or the foster parent withdraws from the program.

#### **Adoptive Home Development and Supervision Services**

- (26) **Recruitment, Inquiries, and Preliminary Screening of Adoptive Parents.** Begins with the receipt of inquiry or initiation of recruitment activities. Includes recruitment, public information, and orientation for potential applicants. Ends when applicant is given application forms, applicant withdraws, or applicant is referred to appropriate agency.
- (27) **Study of Adoptive Home.** Begins when applicant is given application forms. Includes application process, pre-service training, home study and certification or approval. Ends when the decision is made to approve or deny application and that information is given to applicant, or applicant withdraws the application.
- (28) **Adoptive Home Placement Services.** Begins with the receipt of the request for adoptive home placement. Includes the process of placement selection and work with prospective adoptive parents by child's worker and home development staff. Ends when the child is placed in adoptive care. (Work by the child's worker with the child (alone or together with the prospective adoptive parents) prior to the adoptive home placement should be recorded under the appropriate substitute care Service Code.)

#### **Non-Case Related Services**

- (99) **Non-Case Related Services.** Includes all other activities performed or occurring during working hours that are not related to specific cases or units of service. Administrative activities, leave, work breaks, lunch, and periods of personal time should be recorded using this code.

**TEXAS DEPARTMENT OF HUMAN SERVICES**  
**CPS Work Measurement**  
**Task Code Definitions**

**Client and Collateral Contacts**

Use with Case-Related Services Codes (01-28):

- (35) **Direct Client Contact.** Includes time spent in a  
(38) face-to-face meeting with a client in the local agency office or the client's home, school, office, or other field location. Also includes time spent in the car or on the telephone with a client. In this case, "client" includes the child and child's family. Time spent on forms completed during this interview should be included under this code. Time spent on the phone or in the field attempting to reach a client should also be included, even if the attempt is unsuccessful.
- (35) Direct Contact with Client - Office  
(36) Direct Contact with Client - Car  
(37) Direct Contact with Client - Field  
(38) Direct Contact with Client - Telephone
- (39) **Group Session - Client.** Includes time spent simultaneously with two or more clients not related to each other in group counseling or other sessions. This session may be in the office or in the field.
- (40) **Group Session - Collateral.** Includes time spent simultaneously with two or more collaterals not related to the same case in group sessions. (See definition of collaterals below.) Includes group foster family orientations and training. This session may be in the office or in the field.
- (41)- **Contact with Collaterals.** Includes time spent in a  
(43) face-to-face meeting with a collateral, referral source, or other resources (witnesses, police, medical staff, psychological resources, and other community agencies) as well as substitute caregivers (relatives, foster parents, 24-hour care facilities, and adoptive parents) regarding a client, in the local agency office or in the field. Also includes time spent in a telephone conversation with a collateral. Time spent on forms completed during this interview should be included under this code. Time spent on the phone or in the field attempting to reach a collateral should also be included, even if attempt is unsuccessful.
- (41) Contact with Collaterals - Office  
(42) Contact with Collaterals - Field  
(43) Contact with Collaterals - Telephone
- (44) **Court Appearances.** Includes all time spent in court or legal hearings regarding a case. Includes waiting time in court or hearings, as well as actual participation in the proceedings. This code should be used in this situation instead of any of the above contact codes, even if clients and collaterals are also present.

**Other Case-Related Tasks**

(Use with Case-Related Services Codes (01-28):



- (50) **Plan of Service Preparation.** Includes time spent conceiving and designing Plans of Service or Permanency Plans, as well as documenting plans on appropriate forms.
- (51) **Legal Documents Preparation.** Includes all time spent preparing legal documents, including forms and reports, related to a court, hearing, or other legal proceeding. Also includes preparation of appeals and testimony.
- (52) **Peer/Supervisory Review of Case Record.** Includes all time spent reviewing cases of another worker for completion and accuracy, as well as for assignment to a worker. Also includes completion of case readings for standards.
- (53) **Case Consultation and Case Staffing.** Includes formal and impromptu meetings with supervisors, case staffings, casework review and approval, and consultation with other workers about a specific case or cases. Also includes case specific policy or new policy assistance provided to workers or clerical staff.
- (54) **Work Planning and Case Preparation.** Includes time spent planning for client and collateral contacts, scheduling work time, and other planning activities. Also includes reading or preparation time for contacts, as well as general casefile filing and maintenance activities performed by the worker assigned to the case.
- (55) **Computer Data Inquiry.** Includes time spent accessing computer systems (CANRIS, SSMS, FACTS, RMS, PAL, or other regional systems) to determine case status or to obtain other information about a case or service unit.
- (56) **Case Recording.** Includes time spent preparing dictation, case narratives, and contact logs, and completing any forms for this purpose.
- (57) **Transportation of Client.** Use only when transporting a client to and from a location (or waiting for a client prior to or after transportation) when the specific reason for the trip was purely to transport. If any substantive client consultation occurred during the trip, use (36) Direct Client Contact - Car.

#### **General Tasks**

Use with either a Case-Related Services Code (01-28) or Non-Case Related Service Code (99). Use with a case-related Service Code when the task is related to a specific case or group of cases. Otherwise, use non-case related Service Code (99).

- (60) **Recruit, Train, and Supervise Volunteers.** Includes all time spent recruiting, training, or supervising volunteer staff.
- (61) **Information and Referral.** Includes time spent answering questions about services or referring persons to other available services. Also includes time spent completing information and referral forms or reports. (The Intake Service Code will typically be used with this task.)
- (62) **Other Forms Completion.** Includes all other time spent to complete pre-printed forms, where this time has not been included with one of the previous Task Codes. If a form is completed during a client or collateral contact, or during case recording, use the appropriate code instead. If the form involves service planning,

legal proceedings, case reviews, information and referral, or case recording, use the appropriate Task Code instead. Data entry of the form after it has been manually completed should be recorded under (66) Data Entry. Typing of forms that have already been completed should be recorded under (65) Typing/Word Processing.

- (63) **Communication with Other Government Agencies.** Includes time spent contacting non-TDHS state, federal, or local government agencies to collect or provide information or policy clarification (other than collateral contacts regarding a case, where the appropriate contact code should be used instead.)
- (64) **Mail.** Includes time required to prepare mail, to open and review mailed responses, or to distribute paperwork or mail to workers, supervisors, clerks, or other units. Also includes preparation, transmittal, and receipt of FAX mail. If the mail is related to a specific case or client, use a case-related services code with this code.
- (65) **Typing/Word Processing.** Includes all time spent typing and/or word processing forms, letters, memoranda, or other work requiring typing, where the information has already been recorded in another hard copy form (or where the typist is not the original author of the material). If the typing is the original composition or entry of the information, it should be recorded under the most appropriate activity code above.
- (66) **Data Entry.** Includes all time spent to enter data into CANRIS, SSMS, FACTS, RMS, PAL, or regionally-based computer systems (other than word processing).
- (67) **Photocopying.** Includes time spent photocopying materials, forms, letters, or printouts, or waiting to photocopy.
- (68) **Travel (other than client transportation).** All out-of-office travel time for any work-related purpose other than client transportation is included in this classification. Only actual time spent travelling should be included here.

#### Non-Case Related Tasks

Use with Non-Service Code (99) Only:

- (75) **Community Contact/Resource Development.** Includes time spent on non-case related community contacts, such as community presentations, resource development, advisory boards, and child welfare boards.
- (76) **Training and Staff Development.** Time spent in formal training programs, either conducting or receiving training. Includes new and ongoing worker training in office procedures, program policy and procedures, and job specific skills (such as interviewing). On-the-job training activities should not be included in this category, but instead should be recorded using the appropriate case-related Task Codes. Any training of volunteers should be recorded under (60) Recruit, Train, and Supervise Volunteers.
- (77) **Administrative Meetings, Committees, Task Force Meetings, Phone Calls.** Supervisory or other administrative meetings not related to a specific case. Includes administrative telephone calls.

- (78) **Special Studies and Reports.** Includes time to complete special projects, routine or special reports, or surveys. Also includes time completing expense vouchers, time sheets, mailing lists, or other reports of an administrative nature that are not related to a specific case. This code also includes all time spent writing or reading administrative letters or memoranda. (Time spent on cost-allocation or work measurement studies other than this study should be included here.)
- (79) **Employee Evaluations.** Includes all formal activities related to the worker or clerical worker evaluation process including periodic worker conferences, evaluation documentation, and evaluation preparation.
- (80) **Staff Counseling.** Includes time spent with individual workers on any issues other than case-related matters, formal performance appraisals, or supervisory reviews.
- (81) **Filing.** Includes time spent filing administrative paperwork. Also includes time spent filing materials into case folders and filing case folders in the central file area, if performed by staff other than the worker assigned to the case. The assigned worker should use (54) Work Planning and Case Preparation for case filing activities.)
- (82) **Bookkeeping.** Includes time spent maintaining office books, financial records, or accounts.
- (83) **Reception/Telephones.** Includes time spent answering and routing incoming office telephone calls and greeting office visitors from a central location. Client telephone intake activities should be included in either (38) Direct Contact with Client - Telephone, (43) Contact with Collaterals - Telephone, or (61) Information and Referral as appropriate.

#### Other Tasks

- (84) **Sick Leave.** Authorized time taken off due to illness.
- (85) **Vacation and Other Leave.** Includes annual vacation leave, emergency, military leave, and weather-related leave time.
- (86) **Comp Time.** Includes official comp time taken off to compensate for overtime worked. Also includes holiday substitute leave taken.
- (87) **Lunch.** Time spent on authorized lunch breaks.
- (88) **Authorized Breaks.** Time spent on authorized work breaks, other than lunch.
- (89) **On-Call.** Time spent on-call (either near a telephone or on a pager) for the TDHS. Actual time worked during on-call periods should be recorded under the appropriate Service and Task Codes.
- (90) **Personal Time.** Time (other than authorized breaks or lunch) not otherwise classified.
- (91) **Work Measurement Study.** Includes any time spent in completing the requirements of this study. Time spent on other studies should be included in (78) Special Studies and Reports.

***APPENDIX 1d-iii***

**Example 3: California Social Services Function Program Code Description**

SOCIAL SERVICES FUNCTION  
PROGRAM CODE DESCRIPTION (12/98)

I. GENERAL FUNCTION DEFINITION

Any activity related to achieving or maintaining economic self growth to prevent, reduce, or eliminate dependency; preventing or remedying neglect, abuse, or exploitation of children and adults; preserving, rehabilitating or reuniting families; preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care; and providing services to individuals in institutions.

II. GENERAL INSTRUCTIONS FOR COMPLETING THE TIME STUDY

- A. Complete the time study on a continuous basis throughout the day.
- B. Round hours to the nearest quarter hour.
- C. **CURRENT METHODOLOGY:** Record the total hours worked for each day; do not record overtime (OT) and compensating time off (CTO) hours worked in the total hours for the day. When CTO is used, record the time to the program or activity in which it was earned. If the county does not have a system in place to track CTO to the program in which it was earned, CTO may be recorded as nonallocable when used.

**OPTIONAL METHODOLOGY FOR USE BY COUNTIES ELECTING TO DIRECT CHARGE OT AND CTO TO THE PROGRAM LEVEL:** Record the total hours worked for each day; do not record OT and CTO hours worked in the total hours for the day. When CTO is used, record the time to the program which caused the overtime. If the county does not have a system in place to track CTO to the program that caused the overtime, CTO may be recorded as nonallocable when used.

- D. Record travel time to the program with which it is associated.
- E. Record breaks, dock, furlough, and leave without pay time, holidays, jury duty, military leave, sick leave, and vacation as nonallocable. Lunch and normal days off are not recorded.
- F. Record time spent in continuing training to the associated program; if not identifiable to a program, record as generic.
- G. Record quality assurance and program integrity activities to the associated program.
- H. Record time for conferences and staff meetings to the associated program or function; if not identifiable to either, record as generic.

- I. The total allocable and nonallocable hours recorded for each day must equal the total assigned routine work hours, as defined by the county welfare department.
- J. Caseworkers who perform administrative activities, whether full-time or part-time, will record these activities to generic.
- K. First-line supervisors of caseworkers record their nonallocable time and any direct time spent on casework activity on a daily basis. Time spent on supervision is allocated to the appropriate programs at the end of the time study period based on the allocable time of their staff.

### III. TIME STUDY STAFF

Staff performing the activities listed below are required to record time to the Social Services programs; staff who are not listed must obtain prior authorization from CDSS to record casework time to Social Services programs.

- A. Caseworkers performing social services activities specified in the program descriptions below;
- B. Staff performing Adoptions and appeals activities;
- C. First-line supervisors of the staff listed in A and B above.

The criteria for the Skilled Professional Medical Personnel (SPMP) are as follows:

- a. Must have completed a two year or longer program leading to an academic degree or certificate in a medically-related profession;
- b. Must possess a medical license or certificate issued by a recognized national or state medical licenser or certifying national or state medical licenser or certifying organization, or a degree in a medical field issued by a college or university certified by a professional medical organization (e.g., registered nurse);
- c. Must be in a position that requires their professional medical knowledge and skills as evidenced by position descriptions, job announcements, or job classifications; and
- d. Must be CWD or other county agency staff contracted to perform allowable activities.

NOTE: "Caseworkers" are CWD staff who perform activities which benefit public assistance recipients. Caseworker activities may include any of the following: case management, the determination of eligibility for grants and services, grant maintenance, needs assessment, arranging for and providing employment training services or social services, and welfare fraud investigations. Manual of Policies and Procedures (MPP) 25-810.4.

#### IV. CODE DEFINITIONS

##### CODE 1020 IHSS - SPMP

Includes the following activities for welfare staff meeting the SPMP requirements:

1. A physician completing the certification that an IHSS recipient needs personal care services.
2. A registered/public health nurse reviewing the case, reviewing the services authorized by the social worker as outlined in the Needs Assessment, reviewing the certification of medical necessity for consistency with the authorized services, providing consultation on the recipient's service needs, monitoring the recipient's condition and effectiveness of the client's Personal Care Services Program (PCSP) services, providing expert medical opinions related to the treatment plan, and liaison activity with service providers and other agencies that provide medical care on the medical aspects of PCSP.
3. Performing selected activities to help IHSS recipients who are Medi-Cal eligible to gain access to Health Related (HR) services in order to reduce their risk of poor health outcome. These activities include, but are not limited to the development, implementation and management of HR service plans; referrals to other agencies and programs for the assessment, evaluation, or treatment of HR needs; interagency coordination and liaison with providers of HR services to improve the service delivery system; and informing and anticipatory guidance about the causes, and prevention and remediation of HR needs.

##### CODE 1030 IHSS - PCSP

Includes development, implementation, and management of the plan of treatment; referrals to other agencies and programs; determining third-party insurance coverage; referring IHSS-PCSP recipients to potential individual providers to assist them in selecting a provider; transporting or accompanying recipients to obtain services related to personal care; obtaining a doctor's

certificate; making eligibility determinations and redeterminations for IHSS-PCSP; statistical reporting; voter registration activities; and processing provider grievances.

CODE 1031 IHSS - HR

Includes explaining, arranging for, and authorizing IHSS services when such activities are HR and provided to Medi-Cal eligible IHSS recipients; computation of any share of cost; development, implementation, and management of plans of treatment; outreach activities to inform IHSS Medi-Cal eligible recipients of available services and programs; providing assistance to eligible recipients to access needed HR services; and statistical reporting. This code applies to all HR activities on non-PCSP cases.

CODE 1032 IHSS SUPPORTED INDIVIDUAL PROVIDERS (SIP) - PCSP

Includes time spent assisting IHSS-PCSP recipients in selecting an individual provider(s); assisting and training the recipient in the supervision of their individual provider(s); and the actual transporting or accompaniment of the recipient to services related to personal care.

Coordinating the outreach and recruitment of potential individual providers; establishing and maintaining a list of potential providers that recipients can choose from; and, conducting orientation for recipients and individual providers on the IHSS program.

CODE 1033 IHSS SIP - HR

Includes time spent assisting IHSS-Non PCSP eligible recipients in selecting an individual provider(s); assisting and training the recipient in the supervision of their individual provider(s); and the actual transporting or accompaniment of the recipient to services.

CODE 1040 IHSS - NON-HR/NON-PCSP

Includes IHSS activities not eligible for Title XIX funding. These activities are related to non-HR activities on non-PCSP cases. Includes time spent explaining IHSS program benefits to applicants/recipients; explaining employee and employer responsibilities; assessing service needs; development implementation and management of plans of treatment; implementation activities for any IHSS court cases; processing a claim form and calculating the benefits related to a court case ruling; data input of claims; preparing reports; participation in case reviews and audits; voter registration activities; appeals, case dictation, and statistical reporting.



**CODE 1041 IHSS SIP - NON-HR/NON-PCSP**

Includes time spent assisting IHSS Program recipients not eligible for federal Medi-Cal funding, including non-PCSP recipients, in selecting an individual provider(s); assisting and training the recipient in the supervision of their individual provider(s); and the actual transporting or accompaniment of the recipient to services.

**CODE 3300 IN-HOME SUPPORTIVE SERVICES (IHSS) COUNTY SERVICES BLOCK GRANT (CSBG)**

Includes fraud activities related to IHSS CSBG performed by Welfare Fraud Investigators and their first-line supervisors who have peace officer status under Penal Code Section 830.

**CODE 1130 CSBG-SPMP**

Includes time spent by SPMP performing selected activities to help adult CSBG clients who are Medi-Cal eligible to gain access to health related services in order to reduce their risk of poor health outcome. These activities include, but are not limited to the development, implementation and management of health related service plans; referrals to other agencies and programs for the assessment, evaluation, or treatment of health related needs; interagency coordination and liaison with providers of health related services to improve the service delivery system; informing and anticipatory guidance about the causes, prevention, and remediation of health related needs.

**CODE 1140 CSBG - HR**

Includes time spent performing activities to help adult CSBG recipients, who are Medi-Cal eligible, to gain access to medical services and attain and/or maintain a favorable physical or mental health condition by assisting the recipient in identifying and understanding their health needs.

This includes performing or assisting the eligibility worker in the determination or documentation of the recipient's Medi-Cal eligibility; development, implementation, and management of health plans; outreach activities to Medi-Cal eligible or potentially eligible persons about available services and programs; referrals to other agencies and programs for health needs; providing assistance to eligible recipients to access needed health related services; and statistical reporting.

**CODE 1150    CSBG**

Includes time spent performing activities not eligible for Title XIX funding for adult CSBG recipients. This includes information and referral activities, out-of-home care for adults, and optional services funded under CSBG.

**CODE 5691    APS – EMERGENCY RESPONSE**

Includes time spent performing activities in response to emergency reports involving abuse, neglect, or exploitation of adult CSBG clients who also meet the criteria for APS. APS clients are defined as elder or dependent adults who are unable to protect their own interests; harmed or threatened with harm; caused physical or mental injury due to action or inaction of another person or as a result of ignorance, illiteracy, incompetence, mental limitation, substance abuse or poor health, lacking in adequate food, shelter, or clothing; exploited for their income and resource; or deprived of entitlements due them. Allowable emergency response activities may include, but are not limited to:

- Implementing and operating a 24-hour emergency response program;
- Evaluating and investigating reports of abuse, neglect, or exploitation; including reports on the 24-hour hotline;
- Determining client risk for emergency response by screening in-coming calls, and when necessary, through face-to-face meetings, or during home visits;
- Determining whether a reported situation is an emergency or non-emergency within required timeframes;
- Determining emergency response needs;
- Providing social work activities designed to remedy or prevent situations of abuse, neglect, or exploitation;
- Arranging for emergency food, housing, medical, counseling, emergency shelter, and in-home protective care, as needed;
- Providing crisis intervention;
- Referring clients to appropriate emergency response service agencies;
- Assisting clients voluntarily into shelter in response to emergencies;
- Gathering documentation of abuse for law enforcement agencies during an investigation, as requested;
- Documenting client activities in the case file;
- Locating a friend or relative to act as a collateral contact or a support system;
- Processing court petitions and declarations for conservatorship; and
- Preparing written reports and assessments.

**CODE 5701    APS – CASE MANAGEMENT**

Includes time spent performing case management activities in non-emergency situations or continuing case management for cases where the emergency has ceased. Activities reported to this code are limited to those provided for adult

CSBG clients who meet the criteria for APS (see definition in Code 5691). Allowable activities are those necessary to bring about changes in lives of victims and to provide a safety net to enable victims to protect themselves in the future. Such activities may include, but are not limited to:

- Investigating and reporting protection issues, including, but not limited to, social, medical, environmental, physical, emotional, and developmental needs;
- Assessing the client's concerns and needs and the concerns and needs of other members of the family and household;
- Analyzing problems and strengths of the client, family, household;
- Establishing and updating a service plan to alleviate the identified problems, coordinating with other agencies which may include:
- Brokering case management services with peripheral agencies.
- Money management.
- Voluntary placement.
- Removal of client from their home
- Family issues, including stress, conflict, management, caregiving issues.
- Conservatorship in-home services needs.
- Providing counseling for clients and significant others to alleviate identified problems and to implement the service plan, including negotiating, mediating, and participating in problem solving;
- Stabilizing and linking with community services;
- Training for law enforcement, banking officials, etc.
- Conducting conservatorship investigations, when appropriate, and preparing petitions for conservatorship;
- Arranging for food, housing, medical, and counseling services, as needed;
- Providing 24-hour shelter, respite care for providers, emergency in-home caregivers for clients whose caregivers have left the home or been arrested;
- Monitoring and follow-up; and
- Reassessments, as appropriate.

#### CODE 5711 APS-SPMP-EMERGENCY RESPONSE

Includes time spent by SPMP performing activities in response to emergency reports involving abuse, neglect, or exploitation of Medi-Cal eligible adults who meet the eligibility criteria for APS as defined in Code 5691. Activities are limited to those necessary to help clients gain access to medical services in order to reduce risk or poor health outcomes. These may include, but are not limited to:

- Implementing a health-related emergency response service plan;
- Evaluating and investigating reports of abuse, neglect, or exploitation, including reports on the 24-hour hotline;

- Determining whether a reported situation is a health related emergency or non-emergency within required timeframes;
- Determining emergency response health needs;
- Providing health related services to remedy or prevent situations of abuse, neglect, or exploitation;
- Arranging for emergency food, housing, medical, counseling, emergency shelter, and in-home protective care, as needed;
- Providing crisis intervention;
- Referring clients to appropriate emergency response service agencies for treatment of health related needs;
- Assisting clients with voluntary placement in response to emergencies;
- Gathering documentation of abuse for law enforcement agencies during an investigation;
- Documenting client activities in the case file;
- Locating a friend or relative to act as a collateral contact or a support system for health related needs;
- Processing court petitions and declarations for conservatorship; and
- Preparing written reports and assessments.

#### CODE 5721 APS-SPMP – CASE MANAGEMENT

Includes time spent by SPMP performing case management activities in non-emergency situation or continuing case management for cases where the emergency has ceased. Activities reported to this code are limited to those provided for Medi-Cal eligible adults who meet the criteria for APS (see definition in Code 5691). Allowable activities are those necessary to help clients gain access to medical services in order to reduce risk or poor health outcomes, bring about changes in the lives of victims, and to provide a safety net to enable victims to protect themselves in the future. These may include, but are not limited to:

- Investigating and reporting protection issues, including, but not limited to, social, medical, environmental, physical, emotional, and developmental needs;
- Assessing the client's concerns and needs and the concerns and needs of other members of the family and household;
- Analyzing health related problems and strengths of the client, family, household;
- Establishing and updating a service plan to alleviate the identified problems, coordinating with other agencies which may include:
  - Voluntary removal of clients from their home
  - Family issues, including stress, conflict, management, caregiving issues.
  - Conservatorship needs.

- Providing counseling for clients and significant others to alleviate identified problems and to implement the health service plan, including negotiating, mediating, and participating in problem solving;
- Stabilizing and linking with community services for health related needs;
- Arranging for food, housing, medical, and counseling services, as needed;
- Monitoring and follow-up; and
- Reassessments, as appropriate.

#### CODE 5731 APS-HR – EMERGENCY RESPONSE

Includes time spent performing activities in response to emergency reports involving abuse, neglect, or exploitation of Medi-Cal eligible adults who meet the eligibility criteria for APS as defined in Code 5691. Allowable activities are limited to those necessary to help clients gain access to medical services in order to reduce risk or poor health outcomes. These may include, but are not limited to:

- Implementing a health-related service plan;
- Evaluating and investigating reports of abuse, neglect, or exploitation, including reports on the 24-hour hotline;
- Determining whether a reported situation is a health related emergency or non-emergency within required timeframes;
- Determining emergency response health needs;
- Providing health related services to remedy or prevent situations of abuse, neglect, or exploitation;
- Arranging for emergency food, housing, medical, counseling, emergency shelter, and in-home protective care, as needed;
- Providing crisis intervention;
- 
- Referring clients to appropriate emergency response service agencies for treatment of health related needs;
- Assisting clients into voluntary shelter in response to emergencies;
- Gathering documentation of abuse for law enforcement agencies during an investigation;
- Documenting client activities in the case file;
- Locating a friend or relative to act as a collateral contact or a support system for health needs;
- Preparing written reports and assessments.

#### CODE 5741 APS-HR – CASE MANAGEMENT

Includes time spent performing case management activities in non-emergency situations or continuing case management for cases where the emergency has ceased. Activities reported to this code are limited to those provided for Medi-

Cal eligible adults who meet the criteria for APS (see definition in Code 5691). Allowable activities are those necessary to help clients gain access to medical services in order to reduce risk or poor health outcomes, bring about changes in the lives of victims, and to provide a safety net to enable victims to protect themselves in the future. These may include, but are not limited to:

- Investigating and reporting protection issues, including, but not limited to, social, medical, environmental, physical, emotional, and developmental needs;
- Assessing the client's concerns and needs and the concerns and needs of other members of the family and household;
- Analyzing health problems and strengths of the client, family, household;
- Establishing and updating a health related service plan to alleviate the identified problems, coordinating with other agencies which may include:
- Voluntary removal of clients from their home.
- Family issues, including stress, conflict, management, caregiving issues.
- Conservatorship needs.
- Providing counseling for clients and significant others to alleviate identified problems and to implement the health service plan, including negotiating, mediating, and participating in problem solving;
- Stabilizing and linking with community services for treatment of health related needs;
- Arranging for food, housing, medical, and counseling services, as needed;
- Monitoring and follow-up; and
- Reassessments, as appropriate.

CODE 1170 ADOPTIONS - CASE MANAGEMENT

Include activities directed to a child in adoptive placement or activities immediately preceding an adoptive placement, such as a child adoptability assessment, adoptive applicant screening, and home study. Also, use for activities generally supportive of the county's adoption program. (SEE CWS CASE MANAGEMENT EXAMPLES.)

CODE 1180 INDEPENDENT ADOPTIONS

Includes independent adoption activities.

CODE 1250 ADOPTIONS - TRAINING

Training activities include the following for all elements of the Adoptions Program:

- Preparing for or providing training to CWD staff.
- Participating in continuing training received after induction training.

- Participating in short-term training provided by outside agencies.
- Participating in training conferences.
- Providing training to current or prospective adoptive parents or to adoption agency staff.

CODE 1350 SSI/SSP - OUT-OF-HOME CARE

Includes determining and certifying the need for out-of-home care for an SSI/SSP applicant or recipient who resides in an unlicensed home. This activity must be initiated by the Form SSP 22.

CODE 1400 RRP - CWS

Includes time spent arranging and providing the following services to eligible refugees in support of a CWS plan:

- Information and referral services.
- Outreach services, including activities designed to familiarize refugees with available services, explain the purpose of these services, and to facilitate access to these services.

Social adjustment services including:

1. Emergency services as follows: assessment and short term counseling to persons or families in a perceived crisis, referral to appropriate resources, and making arrangements for necessary services.
2. Health-related services as follows: information, referral to appropriate resources, assistance in scheduling appointments and obtaining services, and counseling to individuals or families to help them understand and identify their physical and mental health needs and maintain or improve their physical and mental health.
3. Home management services as follows: formal or informal instruction to individuals or families in management of household budgets, home maintenance, nutrition, housing standards, tenants' rights, and other consumer education services.
  - Day care for children.
  - Transportation.
  - Translation and interpretation services.
  - Case management services.

**CODE 1410    RRP - CSBG**

Includes the same activities specified for Code 1400 except activities identified to Code 1410 must be provided to eligible refugees in support of a service plan directed at goals other than Employability or CWS.

**CODE 1420    RRP - UNACCOMPANIED MINORS**

Includes the provision of CWS to unaccompanied Refugee and Cuban Haitian entrant minors.

**CHILD WELFARE SERVICES (CWS)**

**REFERENCE**

**CASE MANAGEMENT**

means a service-funded activity performed by a social worker which includes assessing the child's/family needs, developing the case plan, monitoring progress in achieving case plan objectives, and ensuring that all services specified in the case plan are provided.

MPP 31-002(c)(1)

**CASE PLAN**

means a written document which is developed based upon an assessment of the circumstances which required child welfare services intervention and in which the social worker identifies a case plan goal, the objectives to be achieved, the specific services to be provided, and case management activities to be performed. MPP 31-002(c)(2)

PUBLIC LAW # 96-272 requires developing a case or services plan for a child including initial plan, and comprehensive reunification plan. Additional reference: Public Law #101-239.

**COUNSELING**

means assisting the child and his/her family to analyze and better understand the situation; select methods of problem-solving; identifying goals; and exploring alternative behavior

MPP 31-002(16).

**VOLUNTARY FC PROGRAM**

Senate Bill 1125, Chapter 1203, Statutes of 1991, provided for federal financial participation for children voluntarily placed in foster care; current federal reporting requirements require separate identification of these expenditures. (County Fiscal Letter Number 92/93-40, dated March 2, 1993.)

**CODE 1380    CWS-SPMP**

Includes selected activities to help children who are Medi-Cal eligible, including children in foster care and Seriously Emotionally Disabled children, to gain access to



health related services in order to reduce their risk of poor health outcome. These activities include, but are not limited to, the development, implementation and management of health related service plans; referrals to other agencies and programs for the assessment, evaluation or treatment of health related needs; interagency coordination and liaison with providers to health-related services to improve the service delivery system, and in-depth informing and anticipatory guidance about the causes, prevention and remediation of health related needs; completing, updating, and disseminating any paperwork necessary to the completion of these activities; and receiving or providing health related training.

NOTE: If these activities are performed by a person not qualifying as SPMP, record the time to Program 144. SPMP performing non-enhanced health related activities also record this time to Program 144.

#### CWS - PREPARATION FOR ELIGIBILITY DETERMINATION

Includes activities related to preparing for the determination of a child's eligibility for the Foster Care, or Adoption Assistance Program, not the actual eligibility determination, e.g.:

- Gathering and verifying information used by the Eligibility Worker in regard to income, parental deprivation, resources, social security numbers, birth certificates, and child support
- Filling out and processing necessary forms.
- Providing information to determine eligibility for other financial benefits such as SSI, VA, or Black Lung.
- Querying systems, records, and other staff for current AFDC status.
- Making court recommendations for support, requesting such court action and completing court orders.
- Preparing and participation in program audits.
- Travel time associated with any of the above activities.

Identify activities to the component.

CODE 1431 EMERGENCY RESPONSE SERVICES  
CODE 1432 FAMILY MAINTENANCE SERVICES  
CODE 1433 FAMILY REUNIFICATION SERVICES  
CODE 1434 PERMANENT PLACEMENT SERVICES

#### CWS - HR FOR MEDI-CAL ELIGIBLE CHILDREN

Any activity to help children who are Medi-Cal eligible, including all foster and SED children, to gain access to medical services and/or to attain or maintain a favorable physical or mental health condition by assisting them in identifying and understanding their health needs or securing and utilizing treatment and health maintenance services. Such activities include, but are not limited to, performing, assisting the eligibility worker in, or assisting the parent of the child in applying for determination or documentation of Medi-Cal eligibility for children: development, implementation

and management of health plans; referrals to other agencies and programs for health needs; statistical reporting; outreach activities to Medi-Cal eligible or potential eligibles about available services and programs; and liaison activities with medical providers.

Identify activities to the component.

CODE 1441 EMERGENCY RESPONSE PROGRAM  
CODE 1442 FAMILY MAINTENANCE PROGRAM  
CODE 1443 FAMILY REUNIFICATION PROGRAM  
CODE 1444 PERMANENT PLACEMENT PROGRAM

### CWS - TRAINING

Training activities include the following for all elements of the CWS program:

- Preparing for or providing training to staff.
- Participating in continuing training received after at least five consecutive days of induction training.
- Participating in training conferences or short-term training provided by outside agencies of less than four weeks.
- Providing training to current or prospective foster parents and to staff of foster family agencies.
- Travel time associated with any of the above activities.

Identify activities to Code 1450.

### CWS - SERVICES/NON-FEDERAL

The individual child's case plan shall be the basic guideline for the provision of child welfare services. Services include, but are not limited to the following:

- Providing counseling, or other therapeutic services to a child or to the child's family in order to ameliorate or remedy personal problems, behaviors, or home conditions, as referenced;
- Providing homemaking instruction, through discussion and example when parent/guardian functioning can be improved by teaching more effective child care skills and home maintenance. MPP 31-002(t)(1).
- Parenting training.

Identify activities to Code 1460.

### CWS - COURT-RELATED ACTIVITIES

Any court-related activity directed to the placement of a child:

- Preparing for and/or participating in any judicial determination regarding a child.

- Preparing or filing court documents including petitions, motion for extension, termination of dependencies or a custodial order.
- Any court appearance where the local agency is seeking custody of a child, or the status of a child in the county's custody is being reviewed.
- Paperwork and contacts related to judicial activity.
- Travel time associated with the above activities.

Identify activities to the component.

CODE 1471 EMERGENCY RESPONSE SERVICES  
 CODE 1472 FAMILY MAINTENANCE SERVICES  
 CODE 1473 FAMILY REUNIFICATION SERVICES  
 CODE 1474 PERMANENT PLACEMENT SERVICES

### CWS - CASE MANAGEMENT

Includes activities directed to a specific child when the child remains in the home or in out-of-home placement, including relative placements and emergency shelter care. Included is the development of the case plan which indicates the specific services necessary to meet the protective needs of the child. Activities include, but are not limited to the following:

- Assessing child's/family's needs and developing a case plan as indicated in regulations.
- Arranging for the provision of services and referrals for other services, when necessary.
- Arranging for pre-placement visits.
- Working with foster parents to prepare them to receive a child.
- Monitoring progress in meeting case plan objectives and updating the case plan.
- Management and supervision of the case, participation in case conferences, permanency planning meetings, and administrative reviews.
- Recruitment activities, developing and distributing resource material, consulting and coordinating with service providers and community based organizations.
- Activities that are directed towards enhancing, expanding or supporting the county's program of preventive services or out-of-home care.
- Do not include court document preparation or petition filing - these are code 147, CWS-Court Related activities.
- Visits for non group home foster care placements (i.e., relatives and foster family homes). See TSC 5771 for visits related to children in group home placements.
- Travel time associated with any of the above activities.

Identify activities to the component.

CODE 1481 EMERGENCY RESPONSE SERVICES  
 CODE 1482 FAMILY MAINTENANCE SERVICES  
 CODE 1483 FAMILY REUNIFICATION SERVICES  
 CODE 1484 PERMANENT PLACEMENT SERVICES

CODE 1540 CWS-CASE MANAGEMENT: VOLUNTARY FOSTER CARE PROGRAM

Includes activities directed to a specific child when the child is voluntarily placed in foster care.

- Refer to activities identified in CWS-Case Management.

CODE 2230 EMERGENCY ASSISTANCE (EA) CHILD WELFARE SERVICES (CWS) - ELIGIBILITY

Includes eligibility determinations, screening for prior EA episodes, approvals, denials, authorization actions, and issuance of notices.

FAMILY PRESERVATION PROGRAM

CODE 1590 FAMILY PRESERVATION PROGRAM-SPMP

Refer to Code 1380, CWS-SPMP, for description of activities.  
Note: SPMP performing non-enhanced activities use Code 1680.

CODE 1680 FAMILY PRESERVATION PROGRAM - HR

Refer to Program 144, CWS-HR for Medi-Cal Eligible Children, for description of activities.

CODE 1740 FAMILY PRESERVATION PROGRAM - TRAINING

Refer to Program 145, CWS-Training, for description of activities.

CODE 1750 FAMILY PRESERVATION PROGRAM - SERVICES/NONFEDERAL

Refer to Program 146, CWS-Services, for description of activities.

CODE 1770 FAMILY PRESERVATION PROGRAM - CASE MANAGEMENT: PREVENTIVE SERVICES

Refer to Program 148, CWS-Case Management, for description of activities.

CODE 1790 FAMILY PRESERVATION PROGRAM - CASE MANAGEMENT: FOSTER CARE

Refer to Program 148, CWS-Case Management, for description of activities.

**CODE 1500 EARLY, PERIODIC, SCREENING, DIAGNOSIS, AND TREATMENT (EPSDT)**

Includes support activities for EPSDT, such as consultation, outreach, and follow-up, when performed by an EPSDT unit under contract to the local Child Health and Disability Prevention Agency. Does not include information and referral activities performed by eligibility workers.

**CODE 1550 FOSTER FAMILY LICENSING**

Includes recruitment, study, certification, licensing, and approval of foster family homes for children; recertification, renewal, suspension, revocation, and complaint investigation actions affecting licensing; public information on out-of-home care programs and supporting participation of the public in such care; licensing information/data system activities; and travel related to any of these activities.

**CODE 1570 LICENSING - DAY CARE**

Includes the provision of licensing requirements to facilitate the development of new family day care homes: evaluation and verification of the application, including the required onsite evaluation; renewal applications and site visit, if required; follow-up on complaints and deficiencies; and maintenance of a list of licensed family day care homes.

**CODE 1580 FOSTER FAMILY LICENSING - TRAINING**

Includes the following training activities for the Foster Family Licensing Program:

- Preparing and providing training to prospective foster parents on foster family home licensing requirements.
- Participating in continuing training received after induction training.
- Participating in short term training provided by outside agencies.
- Participating in training conferences.

**CODE 1600 CHILD CARE AND DEVELOPMENT PROGRAM**

Includes eligibility determination, service arrangement, and associated case management for child care provided under the standard agreement between the county and California Department of Education.

**CODE 1670 CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT (CAPIT)**

Includes the provision of services for child abuse and intervention.

**CODE 1820    INDEPENDENT LIVING PROGRAM (ILP) - CASE MANAGEMENT**

Includes ILP case management activities for children: assessing the need for ILP services, developing the ILP service plan, and referring the child to services.

**CODE 1840    ILP - SERVICES**

Includes the provision of ILP services to children: independence counseling; providing training on occupational and college preparatory high school classes, financial aid and scholarships, the acquisition of social security cards, medical history information, birth certificates or other proof of birth, housing and home management; and other necessary services.

**CODE 5040    AB 2129 Foster Parent Training**

Includes time spent preparing for and providing short-term training to current and prospective foster parents.

**CODE 5060    AB 2129 Foster Parent Recruitment**

Includes time spent performing foster parent recruitment activities for the AB 2129 Foster Parent Training and Recruitment Program, and travel associated with the recruitment activities.

**CODE 5131    EA-ER APPLICATION COMPLETION**

Includes time spent completing the EA-ER application. Time spent obtaining the parent's signature on the EA application may be included.

**CODE 5132    EA-ER TRAINING**

Includes time spent preparing for and providing EA-ER training for staff.

**CODE 5134    EA-ER REFERRALS**

Includes time spent receiving emergency referrals, assessing whether the referral is a child welfare services referral, completing the ER protocol, and investigating the emergency allegations, including the collateral contacts. Also includes time spent closing those cases in which the allegations are unfounded. For those cases in which the allegations are not unfounded, includes time spent in investigation activities, including reporting to the Department of Justice and noticing the parents regarding the temporary custody of the child.

FAMILY PRESERVATION AND SUPPORT PROGRAM (FPSP)

CODE 5150 FAMILY PRESERVATION SERVICES

Activities include, but are not limited to, services designed to help families alleviate crises that might lead to out-of-home placement of children; services that maintain the safety of children in their home; services that support families preparing to reunite or to adopt a child; information and referral services.

CODE 5160 FAMILY SUPPORT SERVICES

Family Support activities include, but are not limited to, home visitation, parent education, information and referral services, family counseling services, respite care for parents and other caregivers, early development of children to assess the needs of children, literacy services, and health education for children and parents.

CODE 5230 OPTIONS FOR RECOVERY RECRUITMENT

Includes time spent performing Foster Parent recruitment activities for the Options for Recovery Program.

CODE 5330 FFA-SAN MATEO COUNTY

Includes time spent by caseworkers and support staff on county-operated FFA activities. It is restricted to San Mateo County.

CODE 5561 CWS-MPS (AB 908)

A home visiting model of supportive services provided to minor parents and their child(ren) to assist them in creating a healthy and safe environment. MPS activities include: Provision of in-home based services, in-home visits, on-going assessments of the minor parent and his/her child(ren), and referrals to appropriate community services.

PRIOR CODES:

5420 CWS-MPS (AB 908)

8020 CWS-MPS (AB 908)

CODE 5440 CWS-MINOR PARENT INVESTIGATIONS (MPD) (AB 908)

This program code has been established to capture social worker time spent performing in-person investigation activities for teen pregnancy disincentive requirements. Investigations activities include:

1. Completing an in-home investigation of a minor parent's allegation of risk of abuse/neglect, and returning the CA 25s to the eligibility worker indicating the results of the investigation;
2. Completing an in-person assessment of the minor parent and his/her child(ren);
3. Developing a safety plan that will include MPS for the minor parent and his/her child(ren); and
4. Referral of minor parent to other available services.

**CODE 5651 SB 163 WRAPAROUND SERVICES PILOT**

Wraparound services are family centered, strengths-based, needs-driven, and individualized service planning including, but not limited to:

- Providing intensive case management.
- Performing life domain needs assessment; facilitating child/family teams; developing an individualized family and child service resource plan; implementing and monitoring appropriate services/resources.
- Assisting the family and child in all life domain areas.

**CODE 5661 ADOPTIONS ASSISTANCE PROGRAM (AAP) WRAPAROUND SERVICES**

Services include, but are not limited to the following:

- Providing counseling, or other therapeutic wraparoung services to an adopted child or to the child's adoptive family in order to ameliorate or remedy personal problems, behaviors, or home conditions, as referenced;
- Providing homemaking instruction, through discussion and example when adoptive parent functioning can be improved by teaching more effective child care skills and home maintenance;
- Parenting training.

**CODE 5771 MONTHLY VISITS FOR GROUP HOME PLACEMENTS**

Includes those activities performed by CWD social workers when providing monthly visits to all children placed in group homes (in and out of state).

**CODE 5781 Title IV-E WAIVER PROJECT EXTENDED VOLUNTARY ADMINISTRATION**

Activities related to preparing for the determination of a child's eligibility for the waiver project, activities directed to a participating child when the child is in a voluntary placement. Included is the development of the case plan, which indicates the specific services necessary to meet the protective needs of the child. Activities include but are not limited to the following: